

**NEW EMPLOYEE ORIENTATION  
E-COURSE  
ACKNOWLEDGEMENT FORM**

As a part of the new employee orientation module you are required to complete the following e-courses through the Learning Management System (LMS):

- ✓ Workforce Diversity
- ✓ Customer Service
- ✓ Security Awareness

**If you did not receive an overview of the following two courses during your New Employee Orientation, you must complete them in LMS:**

- ✓ Sexual Harassment
- ✓ Standards of Conduct

In order to access the Learning Management System you have been assigned a employee identification number listed below. You must complete the above courses within thirty days from the date of hire or **date you are in LMS**. Please check with your Personnel Office to make sure you have **been entered into Peoplesoft**. Your immediate supervisor will be contacted if you fail to complete these courses within this timeframe. If you need assistance please contact Data Management at 404-656-6765.

To logon to LMS click this link: <http://lms.dhr.state.ga.us>

**Learner code is your 8 digit Peoplesoft employee id number: 00000000  
Password is: DHRLMS (all caps)**

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My signature below acknowledges that I have received Link, and that I understand it is my responsibility to complete the e-courses by the timeframe indicated above.

Employee's Name: *(please print)*

Employee Id number

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor's Name: *(please print)*

\_\_\_\_\_

*This completed form is to be maintained in the official personnel file with a copy to the employee.*